

As we reach the one-week mark for the majority of our employees working from off-site locations around the state we wanted to share with you some useful tips and tricks to make collaboration with your fellow employees easy and productive.

Just a quick reminder that AgriLife IT has produced an extensive guide of how to access IT services remotely at the following link: <https://firstcallhelp.tamu.edu/remote-office-resource-guide/>

## Collaborating via Chat, Video, and Voice



Microsoft Teams

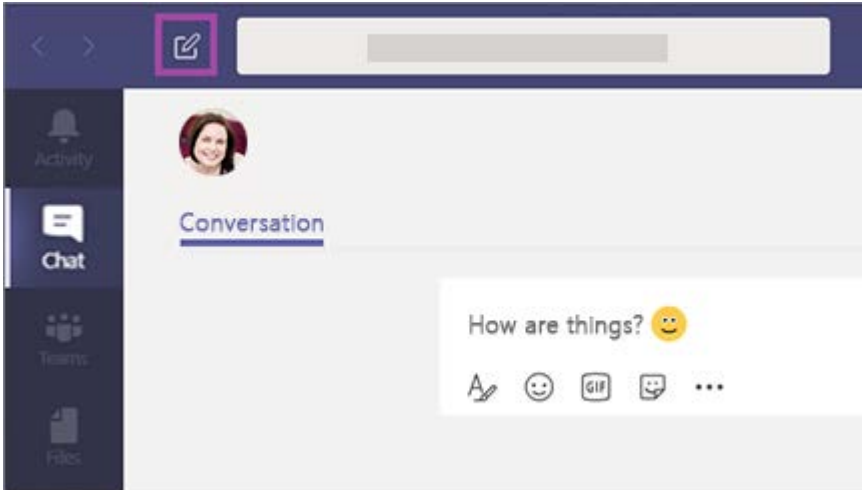
Need to just chat with a fellow employee to see how they are doing?  
Need to have a meeting with several colleagues to discuss that project or work task you have all been working on?

Microsoft Teams can bridge those communications by providing chat, video, and an interactive meeting environment with a host of tools.

Simply Start up TEAMS app on your work computer or if using your home machine login to <https://teams.microsoft.com> with your AgNet Credentials ([Firstname.Lastname@AgNet.tamu.edu](mailto:Firstname.Lastname@AgNet.tamu.edu))

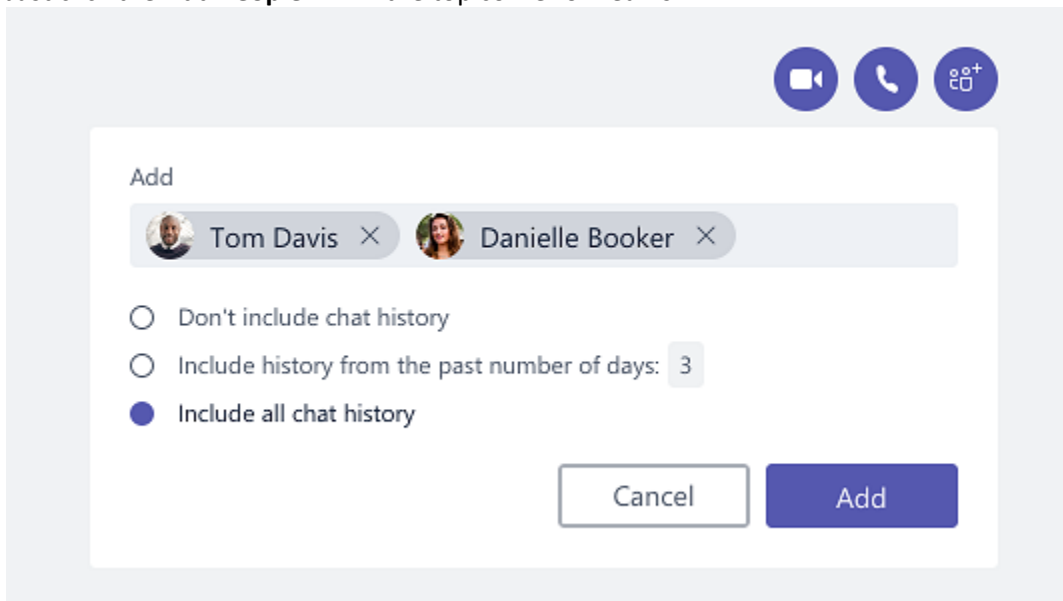
### Microsoft Teams Tip #1: How to Chat with someone

Simply click on the **Chat ICON** and select “Start a New Chat”  at the top of your chat list.






## Microsoft Teams Tip #2: How to Add additional people to your chat

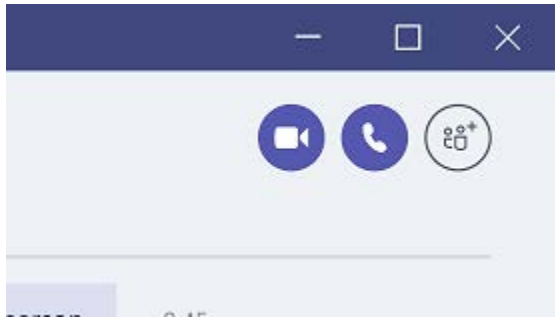
Just click the **Add People**  in the top corner of Teams



## Microsoft Teams Tip #3: How to Start a Video or Audio Call

Go to your Chat List, and click **New Chat**   
Type the Name or Names into the TO Field

Then Click **Video Call**  or **Audio Call**  to start a call.



For More helpful guides and tips to maximize your use of Microsoft Teams please reference the following links:

- [YouTube \(on Demand\) Microsoft Teams Training Videos](#)
- [Microsoft Teams 2 Minute Topical Teams Training Videos](#)

Also don't forget to install the FREE Microsoft Teams App on your mobile phone so you can stay connected at all times.